

Bylaws of the Board

Amity Finance Committee

Recognizing the importance of rigorous financial reporting and scrutiny in the regional school district, the Board hereby establishes the Amity Finance Committee (the “AFC”) with the obligations, rights, and governance as described in this Section, notwithstanding any other provision in Section 9132 to the contrary.

1. The AFC will consist of three members of the Board and one additional member appointed by each of the three Town Boards of Finance, for a total of six voting members on the AFC.
2. Each member of the AFC will have equal voting rights.
3. Each member of the AFC shall be selected by the Chairperson of the Board in accordance with the provisions of Sections 9132. The Chairperson of the Board shall endeavor to appoint such Board members to the AFC on the basis of demonstrated experience or qualifications in financial and/or risk management matters.
4. Four AFC members shall constitute a quorum.

The Chairperson of the Board shall appoint the AFC Chair. The AFC will elect a Vice Chairperson annually. The offices of AFC Chairperson or Vice-Chairperson shall not both be held simultaneously by either Board members of the AFC or by non-Board members of the AFC. The AFC Chairperson shall serve as liaison to the Board. In addition to the six voting members of the AFC, the school district’s Director of Finance and Administration and the Superintendent shall serve as ex-officio non-voting members of the AFC and shall participate in all AFC meetings.

Notwithstanding any other Board bylaw to the contrary, or any provision of Robert’s Rules of Order to the contrary, the Chairperson of the Board may serve as a member of the AFC, and such Board Chairperson shall be counted for quorum purposes and shall have the authority to make, second or vote upon motions at AFC meetings in such case where the Chairperson appoints himself/herself a member of the AFC.

All committees of the Board, including the Board as a whole, the Superintendent, and the Director of Finance and Administration shall submit in written form to the AFC any new proposed expenditure which lies outside of the Board’s approved budget and/or budget category, with supporting information regarding financial implications, in order to enable the AFC to make a recommendation to the Board regarding such proposed expenditure. Amongst its functions, the AFC shall make a recommendation to the Board regarding any requested budget change or substitution or line item transfer. All such requests for budget changes, substitutions or line item transfers shall require approval by the Board prior to implementation.

Notwithstanding the foregoing, in the event of a health or safety emergency necessitating a line item transfer, the Director of Finance and Administration with the approval of the Superintendent shall have the authority to make the emergency line item transfer without prior approval of the

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AFC or the Board, provided that the Superintendent and/or Director of Finance and Administration shall promptly inform the Chairperson of the AFC and the Chairperson of the Board of the details of such transfer. In the event of such an emergency line item transfer, the Superintendent and/or the Director of Finance and Administration shall request a special AFC meeting to consider recommendation of the emergency line item transfer to the full Board. The AFC shall further report the emergency transfer for consideration and approval at the next regularly scheduled Board meeting.

The Board, Superintendent, or Director of Finance and Administration may propose new budget or fiscal policies to the AFC for consideration and its recommendation. Any recommendations by the AFC with respect to such suggestions or proposals shall be presented to the full Board for its final approval.

The AFC shall review compliance with the adopted budget on at least a monthly basis. Such review shall include, but not be limited to, a detailed line item review of the budget. A monthly written report by the Director of Finance and Administration detailing and substantiating deviations from the budget and other outstanding financial issues shall be submitted to the AFC for review. Such review may also include consideration, with the Director of Finance and Administration and Superintendent, of individual department compliance with the budget through interview and discussion with such individuals or vendors.

The AFC shall review and discuss the Superintendent's proposed annual budget on a timeline proposed by the Superintendent and agreed to by the AFC; provided that the Superintendent, after departmental review, shall provide to the AFC a proposed line item budget no later than January 15. Upon request from the AFC, the Superintendent and Director of Finance and Administration shall provide information necessary for the AFC to evaluate the proposed annual budget, including, but not be limited to, interviews and presentations of each Department Chairperson.

The Superintendent's presentation of the proposed annual budget shall include a review of accomplishments over the past year and objectives for the subsequent year. Such presentation shall also include an at least three-year plan for most sequential purchases of equipment or textbooks by each department. The AFC shall have the right to request re-interviews or presentations with any such individuals during the budget process. The Superintendent shall provide to the full Board, and the AFC in particular, an Annual State of the District Report which details both the current accomplishments and going forward objectives and anticipated financial needs of the District in regard to the major academic, facility, and athletic programs and carrying out any other of the District's duties under Connecticut law. Such Report shall be provided to the AFC in concert with the annual budget determination by February first of each school year, or earlier if by mutual agreement between the AFC and the Superintendent.

The budget recommended by the AFC will be forwarded to the Board for its approval no later than March 1. The Board shall deliberate and vote on the proposed Budget no later than March 15. Should the Board not approve such proposal, the revised budget shall be returned to the AFC for further consideration and resubmitted to the Board for its approval. Such process shall continue until both the AFC and the Board have agreed on a budget proposal, provided that should the AFC

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and the Board not agree on the proposed budget by April 15 then the Board shall recommend its proposal to the district. In the event that the Board wishes to amend its adopted budget between the time of initial adoption and the District Hearing, the proposed amendment shall be referred to the AFC for consideration before Board action. The Board takes final action on its budget after the District Hearing. Once the Board approves its budget, the Superintendent shall present the Board's budget to each town's Board of Finance at a public meeting held in each town.

Board members of the AFC will serve for a term of one year, subject to removal by the Board Chairperson in accordance with the bylaws of the Board. Board members who do not attend 75% of the regular AFC meetings during any one year will not be eligible for re-appointment to the AFC for the following year. Town Boards of Finance are encouraged to follow similar standards for replacement of Board of Finance appointed AFC members.

All AFC meetings shall have minutes duly recorded and available to the public in accordance with the Freedom of Information Act. The AFC will endeavor to provide for public comment at each of its public meetings. Board members are invited to attend AFC meetings. In the event that a quorum of the Board is present at any meeting of the AFC, the meeting shall be conducted as a meeting of the AFC and not as a meeting of the Board.

The AFC may go into executive session pursuant to the requirements of the Freedom of Information Act. The AFC shall report to the Board at each regularly scheduled meeting of the Board any material actions taken by the AFC and/or any motions considered and/or acted upon by the AFC at the preceding meeting of the AFC.

Effective upon the adoption of this bylaw by the Board, the AFC supersedes, and replaces, any Board budget or finance committee.

Legal Reference: Connecticut General Statutes

10-47 Powers of Regional Boards

10-51 Fiscal Year, Budget

10-56 Corporate Powers, Bond issues

10-60 Borrowing in Addition to Bonds

10-215 Lunches, breakfast and other feeding programs for public schools

10-220 Duties of Boards of Education

10-222 Appropriations and budget

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10-235 Indemnification of teachers, board members, employees

10-236 Liability insurance

1-200 through 1-241 of the Freedom of Information Act

1-225 Meetings of government agencies to be public